

JOB OPPORTUNITY BULLETIN

Class:	Assistant Treasury Program Officer Associate Treasury Program Officer
Tenure:	Permanent
Time Base:	Full-Time
Salary:	\$3418– \$4155 - Assistant \$4111 - \$4997 - Associate

Under the direction of the Treasury Program Manager II of the [CA Health Facilities Financing Authority](#) (CHFFA), this position performs analytical duties on highly complex bond financings and the tracking of information necessary to monitor the CHFFA's bond issues; and assists in the management of internal loan and grant programs administered by CHFFA.

DESCRIPTION OF ESSENTIAL DUTIES:

- Analyzing and interpreting applications for financing from a variety of public and non-profit health facilities, including the type of project, use of funds, sources of revenue, historical and pro forma financial statements and projected debt service coverage; and preparing written summary of financing to be included in recommendations to the Authority members for consideration.
- Performing various functions involved with financing, including but not limited to, assisting with bond sales and overseeing bond and loan closing processes.
- Managing small loan programs of CHFFA, including processing new applications, preparing summary reports and recommendations; scheduling and monitoring program repayments and providing technical assistance to clients.
- Providing technical review of bond documents; coordinating necessary revisions with appropriate legal counsel; and assisting in obtaining required signatures and documents for bond closings.
- Completing a variety of special projects.

DESIRABLE QUALIFICATIONS:

- Strong interest in Finance.
- Strong analytical skills.
- Ability to work cooperatively with others.
- Computer skills are an asset.
- Initiative, resourcefulness and good judgment.
- Good work habits and dependability.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have employment list eligibility as an Assistant or Associate Treasury Program Officer or are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office, and Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e., list eligibility, SROA or surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "324-4223-002" next to the classification on your application/resume, i.e., Associate Treasury Program Officer, CHFFA (324-4223-002).

FINAL FILING DATE:

Applications will be accepted **until filled**. Only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Cec Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer-equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The CHFFA complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact CHFFA at (916) 653-2799 or TDD (916) 654-9922.